

FAWKHAM PARISH COUNCIL

Minutes of the Parish Council Meeting of Fawkham Parish Council held at Fawkham Village Hall, Valley Road Fawkham commencing at 7pm on **Thursday 19th October 2017.**

Members of the Parish Council: Cllr Mike Pearsall (Chairman), Cllr James Hollands and Cllr Duncan Harker.

Members of the Public: There were no members of the public present.

Apologies: Cllr Mr Steve Gray, Cllr Mrs Faye Parkin.

Declarations of Interest: There were no declarations of interest made.

Plans:

SE/17/03020/FUL: Little Scudders, Scudders Hill:

Conversion of an existing building to a single dwelling house, single storey extension, and replacement entrance gates and associated landscaping. Comment that providing the 50% rule is applied in this location then Council would have no objection to SDC decision.

Minutes of Previous Meetings:

The minutes of the Annual Parish Meeting held on Thursday 21st September were approved as a true record and any recommendations thereby implemented.

Correspondence:

17/07

Parish Council received an email from a resident concerned about the overhanging trees in the car park. The Chairman and Clerk have asked the contractor for the site to quote to have the trees trimmed back to our boundary fence adjacent to Valley Road. A quote had been received from Rh services totaling £930. It was proposed, through the Chair, that this be accepted and works carried out. The Clerk would inform the contractor and also inform residents prior to the works starting asking them not to park along the hedgerow side of the car park on that day. **ALL IN FAVOUR**

Car Park at the Village Hall:

The Clerk had thanked John Strachen for attending the last Parish council meeting. The Clerk was awaiting a design for a sign for the Car park and quotes for the re-marking of the car parking spaces to be able to progress this matter. It was agreed that as soon as the Clerk received quotes this will be circulated to all members. The strip along the hall would be marked for "Village Hall use only". This would be the only course of action at the moment as it was felt that a sign may not now be needed. Cllr Harker suggested that the Hall Committee could put up posters in the windows ahead of larger bookings when the car park may become more congested. **THIS WAS AGREED BY ALL PRESENT**

Action plan:

Items 1, 2, and 3 removed. The action relating to Speedwatch would be on the next agenda when it was hoped Cllr Gray would be present as he had knowledge of this scheme through being a Community Warden for KCC.

Notice Board:

Cllr Harker had been liaising with the Church and their design idea and possible contribution also location of a new notice board. The Notice Board will be a two door lockable notice board in oak. A quote had been received and as it was over the amount Council would accept without comparative quote. The Clerk was asked to get a further two quotes and bring to the next PC meeting for Members to discuss. **AGREED**

Website:

Review of Current website and Councilor input. Members were happy with the site and were reminded they needed to give a short resume for Mr. Moss to add to the website. **AGREED**

Parish Council Logo/ Village sign:

Members liked the idea of a parish Logo although felt that the two parish signs would be our logo for using as a letter heading. It was proposed by Cllr Hollands and seconded by Cllr Harker to diary the item for the spring/summer when nice photos could be taken of the current signs and the Clerk would also look through the files to see if original artwork had been kept. **AGREED**

Sevenoaks District Local Plan – Issues and Options Consultation 2017:

This was noted and Parish would await further information regarding specific sites affecting Fawkham

“As part of the current public consultation on the Local Plan Issues and Options members were circulated an invitation to attend to a Local Plan Placemaking Workshop at New Ash Green Village Association, Centre Road, New Ash Green, Longfield, DA3 8HH on 5th September at 7.30pm.

We last met with you in early 2016 when you told us what you like about your area and how you wish to see it develop over the next 20 years. We listened to you and have incorporated your ideas into the consultation document. We now want to know what you think about the issues we’ve identified, and the options set out for dealing with them.

The workshop will include discussions centred on the 6 objectives of the Local Plan:

- 1. Promote housing choice for all*
- 2. Promote well designed, safe places and safeguard and enhance the District’s distinctive high quality natural and built environments*
- 3. Support a vibrant local economy both urban and rural*
- 4. Support lively communities with well performing town and village centres which provide a range of services, facilities and infrastructure*
- 5. Promote healthy living opportunities*
- 6. Promote a greener future*

We are also holding a number of drop-in events across the District aimed at the general public. These are week commencing 11th September and you can find further details here: www.sevenoaks.gov.uk/issuesandoptions. Members have been circulated the presentation that took place and there are several locations in Fawkham that have been identified. The clerk will provide these maps at the Parish Council meeting and Members are asked if they wish to comment on the document.”

Remembrance Day Service at the war Memorial: Sunday 12th November:

The Clerk had spoken to the Rev. Jim Fletcher regarding a service. He had confirmed that this year he would be holding a 9am service with Holy Communion and then would be attending a short service on the Village Green. The Vice Chair of the District Council had asked if they could lay a wreath at Fawkham on behalf of the District Council. The Parish Council Chairman would also lay a wreath on behalf of the Parish Council. The Clerk informed the Council that last year £30 was made as a donation to the Royal British legion. It was proposed by Cllr Hollands and seconded By Cllr Harker that the Clerk organise a wreath through the British legion and make a donation of £50.

ALL IN FAVOUR

Village Hall Management report:

This will be an item on the agenda each month to encourage a joint working partnership.

Update to be given to the Council by a Village Hall Management Committee member/ or Parish Council representative. It has been suggested as guidelines a summary of events and booking, expenditure, income and balance and future projects or on going maintenance of the hall.

The reports given by the Chairman and a set of end of year accounts were received. The two reps from the Council on the Committee commented that there had been no committee meeting since then and the next meeting was beginning of November.

The Clerk had received an email from Mr. Moss on behalf of the Village Hall Committee asking if the Parish Council had any input into the idea of a new kitchen. Parish Council commented that they were happy for the Village Hall Management Committee to discuss with contractors their needs for the hall and as long as the design is functional, safe and fit for purpose. The PC had no further input to make at this stage.

Asset register:

The asset register had been reviewed at the beginning of the year the only changes were that the Council did not own a laptop of its own as the old one had gone wrong. The current Clerk had agreed that she was happy to continue to use her own laptop.

Also the Printer was no longer being used. Item later on Agenda.

Finance

A. Expenditure and Income:

A Financial Report was presented to the Council. The Parish had received its second instalment of the precept from SDC £6,212.00. It was proposed through the Chair that cheques totalling £798.21 be paid. Cllr Hollands and the Clerk signed the cheques.

B. Bank Accounts:

The Clerk has been into a Lloyds Bank Branch to confirm the changes to signature holders had been completed. It now appears that all the forms have been lost internally and the bank has asked if we can repeat the forms and start the process again. The forms were signed again by Cllr Harker and Cllr Pearsall and clerk would hand deliver them to the bank.

C. Audit:

The annual audit had been returned by Little John, Auditors. Their invoice had been agreed on the expenditure sheet. Little John had recognised the difficulty in closing the end of year due to change of PC Clerk with no handover and lack of access to the account. However, based on the audit through to 31st December, the report has noted that all financial processes were correct. Little John could see that all procedures had been followed correctly.

Parish Council Printer:

The current Clerk is using her own printer and the Parish reimburse for paper and ink cartridge used and is happy to carry on using her own printer. The Printer the Parish owns was agreed as too large and expensive to run with the cost of printer cartridges. It was agreed that Cllr Harker would ask the Church to see if this something they could use if not Cllr Hollands would look at the possibilities of selling it on Ebay. **AGREED**

Matters Arising**Twinning:**

Nothing had been heard since the initial email received by the Chairman, so it would be placed on the Action sheet and remain on there so that it can be relocked at again should any further correspondence be received.

Kent Emergency resilience flood training course: Cllr Pearsall had attended a recent training day and will provide an overview of the training at the next PC meeting.

Open Forum for Councillors to raise matters to be placed on the next agenda: There were no matters raised by Councillors

Dates of the remaining year 2017/18 currently

Thursday 16th November

Thursday 21st December

Thursday 18th January

Thursday 15th February

Thursday 15th March

Meeting closed at 20.45